

**Town of Essex
29 West Avenue
Essex, CT – Meeting Room A**

November 4, 2015

Building Committee

MINUTES

Building Committee members in attendance:

Bruce Glowac
Leigh Rankin
Kelly Sterner

Others: Paul Drummey, CREC
Tom Fitzgerald, Region #4
Norman Needleman, First Selectman (absent)

Meeting called to order by Bruce Glowac at 8:03 a.m.

Approval of Minutes:

Leigh Rankin moved to approve the minutes of October 22, 2015, seconded by Kelly Sterner. Passed unanimously. Motion carried.

CREC Report:

- a. Status reports – Paul indicated the Town Hall air intake and exhaust is complete. He will check with Tom King (Thermomedics) and get his thoughts.

The Change Order at the Essex Elementary School moved along rather nicely. They are complete today. Currently, they are waiting on Café and Gym. The concern is (with Paul and Silktown) the engineering of the new units being put on the roof and the structural strength of the trusses and girder. Tom King indicated that he feels steel would be required. Paul indicated that Silktown cannot be here until the 25th of November to make the cuts. They need a full day to do this work. Paul would like someone from Silktown to be available to meet with Tom King ahead of time to see what needs to be done. Leigh suggested we close Silktown's contract if Tom is not able to get to this install

this fall. Leigh has a call into Tom to discuss with the Building Committee today as to where he is at to see if he has already ordered the units. Tom King called into the meeting and stated he was at the school and that he did order the units, however, he was not aware that Silktown could not do the work until November 25th. He will review with someone from Silktown what needs to be done. Tom King will also forward unit cut sheets to Leigh with makes and models.

- b. Change orders – Paul will do the final change order and get to school facilities. Close-out and warranty documentation has been sent in. He has everything but the plumbing for the Town Hall and Garage. Paul will have Tom (H&R) rework the state change order, AIA, cover sheet for Ruth, Norm and Kelly to sign as well as Tom (H&R) and John McConville.
- c. Close outs –

Motion made to close out the Silktown contract by Leigh Rankin, seconded by Kelly Sterner. Passed unanimously. Motion carried.

- d. Town Hall – Done

Old Business:

- a. Land use Offices – Bruce discussed the walk thru last week and asked the Building Committee how they wanted to proceed. Norman is now rethinking a new two-story addition. We would need to bring radical changes to a Town Meeting.

The general project needs to get refocused. Bruce felt the drawing looked bigger than actuality. Bruce indicated we need to keep within budget and stick to the project as originally proposed. Bruce suggested all committee members take another look at the plan layout for discussion at the next meeting. We only need one set of compliant bathrooms not a set on each floor. Need to look at how far we would need to go to be compliant on the ground floor. Need to talk to Dave DeLeeuw and get his thoughts as well as any code issues. Bruce suggested we look at all the options.

Digitization of the land use records came up and discussion lead to whether or not to decide if this is a good time to go forward with this initiative in the scope of project. Bruce suggests we move on this issue and put on a future Board of Selectman meeting agenda.

- b. Town Garage building – Leigh Talked with Bob Facet yesterday. The drawings are stamped by CT PE. Then a letter of certification will follow (that they typically provide).

New Business:

a. Air conditioning Proposals:

- a. Essex Elementary – see CREC status report above
- b. Town Hall – Police station

Tom King asked Leigh about Town Hall with regards to Land Use and Police Dept. Norman would like to get the Police Department A/C work done and be put on Tom’s schedule. The Land Use renovation space project is still up in the air and this may wait until spring.

Motion made by Bruce Glowac for the acceptance of the proposal and to proceed with the installation of the A/C unit for the Police Department, seconded by Leigh Rankin. Passed unanimously. Motion carried.

Approval of invoices:

Kelly Sterner produced three invoices from Hibbard & Rosa needing approval.

Bruce Glowac moved to pay the three Hibbard & Rosa invoices as accepted (1) \$720.00, (2) \$2,300.00 and (3) \$990.00, seconded by Leigh Rankin. Passed unanimously. Motion carried.

Kelly also distributed a term sheet on the Bond for the Building Committee’s information. We are going to close around the third week of November. We have spoken with Eastern Bank and they have a rate no higher than .57 for nine months, and then in 9 months we will be in a better position to bond.

Other business: None

Adjournment:

Bruce Glowac made a motion to adjourn at 9:10 a.m. Motion carried.

Respectfully submitted,

Yvonne M. Roziak
Recording Secretary